

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

DEPARTMENT:	Department of Corrections and Rehabilitation
POSITION:	Assistant Deputy Director Office of Facilities Management CEA LEVEL 2
FINAL FILING DATE:	June 16, 2006
SALARY RANGE:	\$7302 - \$8051

Vision Statement: *We will end the causes and tragic effects of crime, violence and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

Mission Statement: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies*

DUTIES/RESPONSIBILITIES:

Duties include, but are not limited to:

- Oversee and advise the Facility Planning and Finance Branch responsible for financial scheduling; and prepare the Five-Year Infrastructure Master Plan that includes both new prison/capacity proposals as well as the new construction and renovation proposals for existing adult institutions and juvenile justice facilities. Direct the activities of the multi-billion dollar prison major/minor capital outlay construction program, and the activities of remodeling, renovation and special repair, for existing facilities, institutions, and conservation camps. Represent the Office of Facilities Management and the department with the Legislature, control agencies, private sector organizations and businesses and other State and departmental administrators.
- Oversee and advise the Project Administration and Delivery Branch responsible for siting, design, and construction of new prison beds and projects, as well as traditional major renovation, repair, and capital outlay projects. Staff reporting to this Branch include a combination of public and private resources. Direct projects through all construction phases utilizing the expertise of environmental, correctional, architectural, engineering, legal, financial management, telecommunication, and contract professionals in the Office of Facilities Management. Provide policy direction in the resolution of construction claims and serves as a key advisor to the Deputy Director and Director on prison construction issues.
- Oversee and advise the Property Leasing and Management Branch responsible for the overall management, direction, guidance, and administration of the CDCR space acquisition and property management functions for Headquarters and Parole Operations. Provide policy direction and serve as a key advisor to the Deputy Director and Director on leased space acquisition and property management issues.
- Oversee and advise the Supervising Environmental Planner responsible for organizing and supervising the work of consultants conducting comprehensive project level environmental evaluations and assessments.
- Oversee and advise the Project Director assigned to San Quentin State Prison who is responsible for providing the overall administrative direction on all phases of the New Condemned Housing complex including the most sensitive site and local issues relating to pre-design, design, construction closeout, and activation.
- Meet with the Governor's Office, Legislature and legislative committees and staff, CDCR administrators, superintendents, Wardens, Public Works Board, State control agencies and the media.
- Act as Deputy Director in his/her absence.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.)

DESIRABLE QUALIFICATIONS:

- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
- Well developed oral, written, and interpersonal skills to effectively communicate and develop positive and cooperative working relationships with other State/federal regulatory and enforcement agencies such as the Governor's Office, Department of Finance, Public Works Board, and city/county elected officials.
- Ability to provide leadership and oversight and to plan/organize, direct and assign staff in the development and implementation of policy to achieve maximum program effectiveness and efficiency to maintain critical path schedules.
- Demonstration of sound executive and personnel management leadership skills, flexibility, and practices for providing executive advice, consultation and decision-making to departmental management.
- Experience in performing high administrative and policy influencing functions as it relates to the prison construction program.
- Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Program Administrator, or Parole Administrator I.

KNOWLEDGE AND ABILITIES:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

EXAMINATION INFORMATION:

This examination will consist of an interview by an executive panel. Candidates must submit a Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, which will be utilized as an informational document by the executive panel. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and/or resume that clearly addresses your experience and job titles, name and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidates' ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length and no less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A**

STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Assistant Deputy Director, Office of Facilities Management, CEA Level 2 vacancy. For further information regarding this position, please contact Michelle Hagan at (916) 323-2122.

FILING INSTRUCTIONS:

A Standard State Application (For 678) and Statement of Qualifications must be submitted and postmarked by **June 16, 2006** to Michelle Hagan, Executive Recruitment and Appointments, PO Box 942883, Sacramento, CA 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, CA. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.